pennsylvania
OFFICE OF OPEN RECORDS

RTK 675

Springettsbury Township
1501 Mt Zion Road
York, PA 17402
717-757-3521
717-757-7856 (Fax)
www.springettsbury.com

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Springettsbury Township Attn: Abby Gibb abby.gibb@springettsbury.com (Attn: AORO)

Date of Request: 4/9/20 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Shannon Armel Company (if applicable): KZA

Mailing Address: P.O. Box 469

City: Necedah State: WI Zip: 54646 Email: [redacted]

Telephone: [redacted] Fax: 866-247-9165

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

See attached.

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☒ $100 (or) ☐ $_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK- 675 Date Received: 4/9/2020 Response Due (5 bus. days): 4/16/2020

30-Day Ext.? ☒ Yes ☐ No (If Yes, Final Due Date: 5/16/2020) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: $_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018

GRS GROUP

LOCAL KNOWLEDGE | GLOBAL PERSPECTIVE

Zoning Verification Request

Please Return Completed Letter to:
Shannon Armel
[redacted]

Zoning Verification Letter Provided To:
Timothy Van Zant
Zoning Operations Manager, GRS Group
1608 SW 96th Street
Oklahoma City, OK 73159
[redacted]

Name	Community Development	
Municipality	Springettsbury Township	
Phone #		

RE:

Address	3701 Concord Road	
Parcel #	46-000-KJ-0077K-000000	

Current Zoning of Property: _____

Abutting Zoning Districts:

NORTH	SOUTH	EAST	WEST

1. Is the property located in a Planned Development? Yes-_____ No- _____Please provide copies of development documents.

2. Is the property located in any special, restrictive or overlay districts? Yes- _____ No- _____

3. Is the property in compliance with current Zoning Ordinances? Yes- _____ No- _____

Legal Conforming- _____
Legal Nonconforming/Grandfathered- _____
Nonconforming- _____

4. Was the property granted any variances, special exceptions, conditional use permit, or any form of zoning relief? Yes- _____ *(if yes, please provide copies of documents)* No- _____

If copies are unavailable, please outline the conditions of approval:

_____

5. Do your records show any unresolved Zoning code violations?

___Yes, there are open zoning code violations on file in our records. (See attached documents/lists/ copies)

___No, there are no open zoning code violations on file in our records. (*Please note, not a request for an inspection, only for open violation of which you are aware)

6. Do your records show any unresolved Building code violations?

___Yes, there are open building code violations on file in our records. (See attached documents/lists/ copies)

___No, there are no open building code violations on file in our records. (*Please note, not a request for an inspection, only for open violation of which you are aware)

7. Do your records show any unresolved Fire/Safety code violations?

___Yes, there are open fire/safety code violations on file in our records. (See attached documents/lists/ copies)

___No, there are no open fire/safety code violations on file in our records. (*Please note, not a request for an inspection, only for open violation of which you are aware)

8. Was the property subject to Site Plan approval? Yes- _____ No- _____

If so, could a copy of the approved plan, and/or conditions, to include information pertaining to use, setbacks, density, height, and parking be provided? Yes- _____ No- _____

9. Was the property issued Certificate(s) of Occupancy? If so, please provide copies of all available Certificates of Occupancy

Based on our records research (Choose one):

___ A valid Certificate of Occupancy has been issued and is attached.

___ Certificates of Occupancy are not required. Final Building Permits have been issued, and are attached.

___ Certificates of Occupancy issued prior to _____ are no longer on file with this office. The absence of a valid Certificate of Occupancy on file will___/ will not___ give rise to enforcement action against the property.

___ Certificates of Occupancy are___ / are not___ required for new ownership, change of use, renovations, remodels, or expansions.

___ We are unable to locate Certificate(s) of Occupancy for the property in our records, one was issued, however a copy cannot be located, and the absence of a valid Certificate of Occupancy on file will___/ will not___ give rise to enforcement action against the property.

Sincerely,

Name: _____ Department: _____

Title: _____ Municipality: _____

Phone #: _____

Date: _____

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

CREST OF SPRINGETTSBURY
INCORPORATED 1891

BOARD OF SUPERVISORS

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

April 9, 2020

Ms. Shannon Armel
Key Zoning Assessments (KZA)
P.O Box 469
Necedah, WI 54646

Re: **RIGHT-TO-KNOW REQUEST – Zoning Verification Letter**

Dear Ms. Armel,

Thank you for writing to Springettsbury Township with your request for a Zoning Verification Letter for the property at 3701 Concord Road, Parcel 46-000-KJ-0077K-0000000.

I have reviewed the request and given the extenuating circumstances affecting Township operations in response to COVID-19, an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request by May 16, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no fees anticipated with your request. You will be advised of any fees required upon the complete review of available records.

Thank you,

AGibb

Abegale Gibb
Right to Know Officer

File: Right-to-Know 675

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TOWNSHIP MANAGER

Benjamin B. Marchant

April 24, 2020

Ms. Shannon Armel
Key Zoning Assessments (KZA)
P.O Box 469
Necedah, WI 54646

Re: **RIGHT-TO-KNOW REQUEST – Zoning Verification Letter**

Dear Ms. Armel,

Thank you for writing to Springettsbury Township with your request for a Zoning Verification Letter for the property at 3701 Concord Road, Parcel 46-000-KJ-0077K-0000000.

The requested Zoning Verification Letter and a Certificate of Occupancy are included with this response, sent electronically.

Please be advised that this correspondence will serve to close this record with our office as permitted by law. If you have any questions, please do not hesitate to contact me.

Thank you,

AGibb

Abegale Gibb
Right to Know Officer

File: Right-to-Know 675